



# State of Connecticut EXAM ANNOUNCEMENT

## EXAMINATION OPEN TO THE PUBLIC ENERGY MANAGEMENT SPECIALIST

ANNUAL \$56,263  
SALARY: \$77,655

SALARY  
GROUP: ES 22

APPLICATION CLOSING  
DATE: **DECEMBER 28, 2015**

EXAM  
NO: 151100OCMC

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Military Department this class is accountable for independently performing as a specialist to recommend, plan and implement initiatives to ensure secure, reliable, sustainable, efficient and cost effective energy and water services and utilization at military installations.

### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 28, 2015**.

**GENERAL EXPERIENCE:** Six years of experience in mechanical or electrical systems design, construction, facilities management or closely related field.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in energy management which includes energy conservation, energy efficient technologies, energy software/data management and construction project experience.

**SUBSTITUTION ALLOWED:** 1) College training in environmental, electrical, mechanical or a related engineering field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. 2) A Certified Energy Manager (CEM) certificate awarded by the Association of Energy Engineers may be substituted for the General and Special Experience.

**SPECIAL REQUIREMENTS:** 1) Incumbents in this class may be required to travel. 2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of energy and water management principles and techniques; considerable knowledge of heating, ventilation, air conditioning and refrigeration and lighting systems; knowledge of water conservation; knowledge of construction practices and project management; interpersonal skills; oral and written communication skills; ability to utilize computer software including electronic integrated control systems software; ability to review and interpret construction plans and specifications for formulation of bid packages; ability to analyze data and summarize findings.

THE EXAMINATION WILL BE COMPOSED OF:

**PART**  
**EXPERIENCE AND TRAINING**

**WEIGHT**  
**100%**

### APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT:**

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Energy Management Specialist include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Energy Management Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience developing and/or implementing initiatives designed to create and sustain reliable, efficient and cost effective energy and water services and utilization. Describe your experience working with energy management program(s) or system(s) such as humidity, heating, ventilation, air conditioning, refrigeration, lighting, electrical or fossil fuel usage. Be specific as to which of these areas you have expertise and your exact duties working with these programs and systems. Detail your experience using energy effective technologies, software and data management including the type of software used, the nature of the data you collected and for what it was used. Be specific in detailing the type and size of the systems with which you worked, your exact role in planning and developing program/operation goals, objectives and activities, the size, complexity and number of sites impacted and the customer base served. Include detailed information regarding any experience you have had projecting utility or water system expenditures and preparing economic and life cycle cost analysis for energy systems. (2) Experience in construction or facilities project management as related to energy and utility operations. Describe your experience assessing and monitoring utility related systems for performance, cost effectiveness and elimination of waste including recommending or performing necessary maintenance, repairs, upgrades or new installation of water or energy systems. Detail experience reviewing and interpreting construction plans and specifications for formulation of bid packages and applying for and administering funding for construction projects including the funding sources with which you have worked, the dollar amounts obtained and purpose for which this funding was used. Indicate any experience involving project estimation, planning and organization, ensuring compliance with project delivery, overseeing the development and monitoring of the project budget, quality and schedule, coordinating the activities of internal and external resources such as engineers, consultants, vendors and inspection personnel and reviewing, monitoring, executing or documenting vendor contracts. (3) Interpersonal, oral and written communication skills. Detail your experience in the following areas: consulting with contractors on specifications, design and installation of energy and/or water related equipment; serving as liaison with utility companies; conducting project planning conferences to determine scope of project and services; communicating with bidding, funding and contract sources on needs and terms; resolving construction and vendor problems in a timely and satisfactory manner; maintaining records and progress reports on assigned projects; maintaining and analyzing utility and/or water historical trend data and summarizing findings; providing energy awareness/water conservation and equipment training to staff and others.

**Section 2.** Education and Training: On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by DECEMBER 28, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by February 5, 2016.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

## AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.